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PRINTING AND PHOTOGRAPHY DIVISION WEEKLY REPORT FOR PERIOD OF 03 September - 09 September 1986

I. Items or Events of Major Interest that have Occurred During the Preceding Week

A. On Thursday, 4 September 1986, representatives from the Office of Logistics, Printing and Photography Division (OL/P&PD) met with a sales representative from the Harris/3M, Corporation to discuss the 3M copier product line. Of particular interest was the 3M 6010 personal copier which may be of value to Plain Text Processing Equipment (PTPE) personnel for overseas applications. A copy of the sales brochure describing the 6010 is being forwarded to PTPE.

- B. A large printing job supporting the Office of Personnel's announcement of the Tuition Assistance Program for overseas career candidates was completed by the Office of Logistics, Printing and Photography Division (OL/P&PD). during this reporting period. The job, consisting of posters, applicant forms, flyers, handouts, business letters, and a brochure, totalled over 30,000 pieces.
- C. Representatives from the Office of Logistics, Printing and Photography Division (OL/P&PD) met with personnel from the Foreign Broadcast Information Service (FBIS) Liaison Office to discuss the possible application of their new Document Information System to create mailing labels for FBIS publications. The FBIS system is NOMAD based and will be used by FBIS to track subscriptions of various FBIS documents. All of the information required for producing mailing labels is contained within the FBIS system. Work will continue for the next several months to attempt to capture the required data and have it output

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- * D. The Office of Logistics, Printing and Photography Division (OL/P&PD) will disseminate the booklet titled "With the Fighting Sixty-Ninth: Donovan in World War I" on 11 September. The booklet is a pictorial commemoration of the ceremony and exhibit honoring William J. Donovan. The original request for 300 copies of this 23 page, six color, publication has been increased to 10,000 copies.
- * E. Representatives from the Office of Logistics, Printing and Photography Division (OL/P&PD) responded to a request for a quick response on the Intelligence Community Staff Budget Estimates FY-88. The job arrived in P&PD late Friday evening, and after approval of an advance copy Saturday morning, the thirty copies of this eighty-eight page report were completed by Saturday afternoor

II. Perspective

A. Past:

1. For the third week in a row the number of printing jobs delivered by the division exceeded the norm, this time by over ninety.

B. Future:

1. The workload is expected to remain heavy for at least the next few weeks. The division will have to deal with this heavy workload without the services of six of its employees who are scheduled to attend the Wage Grade Mid career course between 15 and 24 September. The P&PD Production Manager will be the coordinator for this running of the course.

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III.	Significant	Events	Anticipated	During	the	Coming
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